

~~SECRET~~

DD/P Rec mgt 6

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12 March 1959

MEMORANDUM FOR THE RECORD

Subject: Vital Records Program, DD/P

25X1 1. On 12 March, [] from the Office of the IG called me to say that he was making a survey of the Vital Records Program in the DD/P Area. He asked that I come to his office to discuss certain phases of the program with him.

25X1 2. These were [] comments:

25X1 a. There does not appear to be anyone responsible for the DDP Vital Records Program. The regulation which provides for responsibility in RI and, more specifically, to the projects Officer [] was rescinded.

b. There does not appear to be any active Vital Records Program in operation now.

c. The transfer of Vital Records from Headquarters offices to the Repository had been accomplished through the use of DDP messengers and couriers who have separated from the Agency. From a security viewpoint, therefore, knowledge of the location of the Repository is widespread.

d. Excessive use has been made of Microfilm in depositing Vital Records without giving any consideration as to the equipment available to reproduce copies in the event of an Emergency.

25X1 3. I commented to [] as follows:

a. DDP has not developed Vital Materials Deposit Schedules.

b. DDP does not use the Agency Courier System between Headquarters and the Vital Materials Vault.

c. The Records Management Staff has no knowledge of what is deposited in the Vital Materials Vault by DDP.

25X1 4. Within the Vital Materials Vault, there is a specially segregated area accessible only to DDP personnel. There is a three way combination lock on this area and, until about a week ago, no one at [] had knowledge of the combination (the combination was given to the [] [] for use only in case of an emergency).

25X1 5. I advised [] that from time to time, over that last several years I had made known the various representatives in DDP, the essence of my remarks to him.

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